

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
BUILDING AND LAND REGULATION ADMINISTRATION  
OFFICE OF THE SURVEYOR**

**REQUEST FOR SUBDIVISION**

\*Initial fee: \$196.00      \*\*Deed Required      SO No. \_\_\_\_\_

\*An Additional fee will be charged for more difficult lots

\*\* **SUBDIVISIONS WILL NOT BE PREPARED WITHOUT COPY OF DEED. NO EXCEPTIONS!!**

**I hereby furnish the following information and request that a plat of subdivision be prepared as hereinafter described:**

=====

LOCATION:

Square \_\_\_\_\_

Lots \_\_\_\_\_

**OWNERS OF RECORD (Please Type or Print)**

Number of Lots to Be Created \_\_\_\_\_

(a) If Corporation

\_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(Name and Title of President or Vice-President)

\_\_\_\_\_  
(Name and Title of President or Vice-President)

(b) If Partnership or Joint Venture (Give Names and Titles)

\_\_\_\_\_  
(Association Name)

\_\_\_\_\_

\_\_\_\_\_

(c) If Individual

\_\_\_\_\_

\_\_\_\_\_

If additional space is required, please attach a supplemental sheet. It should be noted that the above information must be accurate because these names will appear on the subdivision plat, and they must be the owners of record as of the date of signing and recording the subdivision. **ANY INACCURACIES MAY RESULT IN DELAY AND/OR ADDITIONAL EXPENSES.**

I certify that the above information is true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

## **ADDENDUM**

The Zoning Administrator requires the following information in order to review and sign any subdivision plat for zoning compliance. The provisions of DCMR 10, Section 2703 require a preliminary sketch, drawn to scale and including but not limited to the following;

1. Boundary of the land to be divided (Plat showing how the land is currently configured **before** subdivision);
2. Provide a building location survey (Man made features, such as buildings, structures, walls, fences, culverts and sewers must be shown, be sure to indicate length and width dimensions, setbacks, and number of stories);
3. If you are subdividing Assessment & Taxation lot(s), provide the date the lot(s) were created (Subdivision history)

When submitting the original Mylar plat for approval by the Zoning Administrator, the scaled sketch showing the above items must be provided with the subdivision plat.